

Date Posted: 8/17/16  
Applications accepted until: 8/25/16  
Department: Clerk & Recorder  
Job Title: Motor Vehicle Specialist  
Salary: \$2,365-\$2,956/month DOQ; 36 hours/week  
**Elbert County is an Equal Opportunity Employer**  
If interested, please submit application and resume to:  
Elbert County Government  
215 Comanche St., PO Box 7, Kiowa, Colorado 80117  
Or email: dianna.hiatt@elbertcounty-co.gov  
For more information, please call 303-621-3150



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## Motor Vehicle Specialist

Department: Clerk and Recorder  
Date: August 2016

Salary: \$2,365-\$2,956/month  
FLSA: Non-Exempt

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### DEFINITION/SCOPE OF WORK

This position performs a variety of routine and repetitive clerical work in support of the Motor Vehicle Division of the Clerk and Recorder's Office. The incumbent works in partnership with other employees, departments/divisions, external entities and the public in delivering effective and innovative services. Position is generally scheduled from 7:30 a.m. to 5:00 p.m. Monday thru Thursday.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include any other nonessential or peripheral duties that may be required. Elbert County retains the right to modify or change the duties or essential and additional functions of the job at any time without notice.)*

- Requires working knowledge of motor vehicle laws and regulations and must keep up with these laws and regulations as changes occur;
- Provides technical information to the public by phone and in person;
- Reviews auto title applications, mortgage paperwork and mailed-in tax papers for accuracy and adequacy, confirms and verifies notarization, signatures, tax receipts and other official information;
- Notifies owner when vehicle paperwork is being held for sales tax, notifies lienholders and dealers for discrepancies in paperwork;
- Verifies current proof of insurance and proof the customer lives within Elbert County
- Maintains balance in cash drawer and reconciles with daily reports;
- Determines legality and acceptability of documents submitted for application for Colorado automobile titles, issues license plates and tabs;
- Prepares and processes customers' vehicles, boats, trailers and heavy equipment titles accurately and efficiently.
- Performs routine clerical work in support of the division/department;
- Provides customers with assistance, information and answers questions;
- Assists people in completing forms, applications and registrations;
- Sorts and distributes incoming mail, processes outgoing mail, operates office machines as required;
- Takes proper safety precautions, anticipates unsafe circumstances and acts accordingly to prevent accidents; uses all required safety equipment;

- Performs related duties as requested

**QUALIFICATIONS AND SKILLS**

- Experience working in a high volume, high stress office environment with strong customer service skills
- Must effectively interact with citizens
- Needs to be a quick learner
- Computer background with accurate typing, filing and phone etiquette preferred
- Ability to establish and maintain effective working relationships with peers, supervisor staff, elected boards, other departments/agencies and the public
- Experience using office machines, computers, printers, copiers, fax machines, calculators

**MINIMUM QUALIFICATIONS**

Education: High school graduate or GED equivalent; preferably with some coursework in general office practices such as word processing and filing

Experience: Two years of clerical experience preferred

**Abilities:**

- ability to handle confidential information;
- work with minimum supervision in a limited space;
- work well with varied and demanding people;
- handle stressful situations and high volume of work;
- must be able to go home each day and not stress over the job or not being caught up;
- focus attention on routine or repetitive tasks without losing concentration or becoming distracted;
- detail-oriented and focused, accurately process and copy alpha and numeric values;
- organize activities in order to complete tasks in accordance with priorities;
- address multiple demands or meet deadlines;
- organize tasks and working environment to maximize efficiency;
- make logical and mature decisions;
- adapt to interruptions, equipment failures, unusual demands or changing priorities;
- work well with culturally diverse people;
- establish and maintain effective working relationships with other employees, the public and other agencies;
- communicate clearly and concisely in English, verbally and in writing;
- adhere to safety practices and procedures;
- understand and follow written and oral directions and established procedures

**ADDITIONAL REQUIREMENTS**

Must be able to pass a criminal background check

**Physical Requirements:**

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|-------------------------------|--------------|
| • Driving:                    | Occasionally |
| • Balancing:                  | Occasionally |
| • Bending/Stooping:           | Frequently   |
| • Twisting:                   | Frequently   |
| • Squatting/Crouching:        | Frequently   |
| • Kneeling:                   | Frequently   |
| • Crawling:                   | Occasionally |
| • Climbing Stairs:            | Frequently   |
| • Climbing Ladders:           | Occasionally |
| • Reaching at shoulder level: | Frequently   |

- Reaching below shoulder level: Frequently
- Reaching above shoulder level: Frequently
- Standing/Walking: Frequently
- Position requires sitting for extended periods of time.
- Lifting: 1 lb minimum/50 lbs maximum
- Carrying: 1 lb minimum/50 lbs maximum
- Push/Pull: 1 lb minimum/50 lbs maximum

General Work Environment: Office